

ADMINISTRATIVE ANALYST III

DEFINITION

To perform advanced professional administrative work in conducting comprehensive analyses and coordination of municipal policies, organizations, procedures, finance and services.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level of the Administrative Analyst series. This class may be distinguished from the II level by the difficulty and complexity of work performed and by the indirect supervision of lower level professional personnel. Positions in this class require the frequent use of a high degree of independent judgement in making decisions in accordance with established rules and procedures and are expected to:

- Assume significant responsibility for the development and implementation of City policy in an assigned area.
- Serve as an expert in one or more specific technical areas.
- Represent the interests of the City on substantive policy and operational questions and make commitments within broad guidelines

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by higher level management or administrative staff.

Responsibilities include the indirect supervision of lower level professional, technical and clerical staff.

EXAMPLES OF DUTIES - Depending upon assignment, duties may include but are not limited to the following:

Investigate, interpret, analyze, and prepare recommendations in relation to proposals for new programs, grants, services, equipment, and personnel.

EXAMPLES OF DUTIES (continued)

Analyze, interpret, and explain City policies and procedures.

Investigate and prepare reports on specific requests and complaints pertaining to various governmental activities.

Coordinate City-wide grant activities; write applications; monitor programs for compliance with regulations; prepare and maintain necessary records and reports

Coordinate, schedule and supervise the preparation of the City's annual budget.

Confer with members of the public to explain policies and programs.

Gather and analyze data on existing programs, conduct surveys and prepare proposals including financing, staffing, and organization requirements.

Represent the City in the community, and at professional meetings as required.

Represent the City in interdepartment and interagency projects.

Respond to citizen complaints and requests for information.

Assist in the coordination of activities of the City Manager's Office, with City departments and divisions, and with outside agencies.

Supervise and train subordinates.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of :

Principles and practices of public administration and labor relations.

Principles and practices of organization, management, and supervision review analyses.

Advanced research techniques, sources and availability of information, and methods of report presentation.

Knowledge of (continued):

Principles, methods, and practices of municipal finance, budgeting, accounting and risk management.

Applicable Federal, State and local laws, rules, and regulations pertaining to local government operations.

Ability to:

Communicate clearly and concisely, orally, and in writing.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Prepare complete accurate reports.

Analyze a variety of administrative problems and make sound policy and procedural recommendations.

Supervise and train employees

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience comparable to that of an Administrative Analyst II in the City of Hayward.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration or a closely related field. A Master's Degree is desirable.

PROBATIONARY PERIOD: One Year
0723CS

December 1980

Revised June 1984

APP GROUP: 4

FPPC GROUP: Designated

FLSA STATUS: Exempt